



Board Member Responsibilities

The obligations of board service are considerable and they extend well beyond the basic expectations of attending meetings, participating in fundraising initiatives and making monetary contributions.

Therefore, as a member of the Board of Trustees for The Arc of Somerset County, NJ, you are required to meet each of the following:

GENERAL EXPECTATIONS

- Know the organization's mission, purpose, goals, policies, programs, services, strengths and needs.
- Perform duties of board membership responsibly and conform to the level of competence expected from board members as outlined in the duties of care, loyalty and obedience as they apply to nonprofit board members.
- Suggest possible nominees to the board who are clearly women and men of achievement and distinction and who can make significant contributions to the work of the board and the organization's progress.
- Serve in leadership positions and undertake special assignments willingly and enthusiastically.
- Follow trends in the organization's field of interest.
- Bring good will and a sense of humor to the board's deliberations.

MEETINGS

- Prepare for and participate in at least 80% of board and committee meetings, including appropriate organizational activities.
- Ask timely and substantive questions at board and committee meetings consistent with your conscience and convictions, while supporting the majority decision on issues decided by the board.
- Suggest agenda items periodically for board and committee meetings to ensure that significant, policy related matters are addressed.

RELATIONSHIP WITH STAFF

- Counsel the Executive Director/CEO as appropriate and support him/her through often difficult relationships with groups or individuals.
- Avoid asking for special favors of the staff without prior consultation with the Executive Director/CEO or the Board.

AVOIDING CONFLICTS

- Serve the organization as a whole rather than any special interest group or constituency. Avoid any preconceptions that you “represent” anything but the organization’s best interests.
- Disclose any possible conflicts to the board in a timely fashion and avoid even the appearance of a conflict of interest.
- Maintain independence and objectivity and do what a sense of fairness, ethics, and personal integrity dictate, even when not necessarily obligated to do so by law, regulation, or custom.

FIDUCIARY RESPONSIBILITIES

- Exercise prudence with the board in the control and transfer of funds.
- Faithfully read and understand the organization’s financial statements and otherwise help the board fulfill its fiduciary responsibility.

FUNDRAISING

- Give an annual gift according to personal means.
- Attend and participate in fundraising and other special events.
- Assist the Development Committee and staff by implementing fundraising strategies, through personal influence with others (corporations, individuals, foundations).

Board Member Agreement

I, _____, as a member of the Board of Trustees for The Arc of Somerset County, NJ, accept and agree to these board member responsibilities.

Board Member Signature

Date